

3/21/05

MASSACHUSETTS SCHOOL BUILDING AUTHORITY

The following materials are necessary to determine the final cost of a school building construction.

- ☐ A. All appropriations and sources of funding. This would include investigating, planning and other expenses incurred prior to the vote for a bond issue or acquiring funds in any other manner for the project, as well as subsequent appropriations for the completion of the project.
- ☐ B. A signed copy of every architectural, project manager and construction contract.
- ☐ C. A signed copy of every change order to the architectural, project manager and construction contracts.
- ☐ D. A copy of the specifications for all prime contracts.
- ☐ E. A copy of every purchase order for equipment and furnishings, unless invoices properly describe the items furnished.
- ☐ F. A Final Form "F" (Form 645-21), on which is reported the actual cost of the project to the city, town and regional school district and the method of financing.
- ☐ G. A Debt Schedule issued and signed by the bank where any of the bonds or bans were issued supporting the interest cost as reported on the Form F.
- ☐ H. A "Schedule of Bills Paid" supporting the actual cost claimed on Form F. Invoices should be listed separately by vendor and by classification as listed on Form F. Classification Sub-Totals must equal amounts claimed on Form F. Copies of vendor invoices must be arranged in order of appearance on the "Schedule of Bills Paid."
- ☐ I. A Vote of the School Committee accepting "The Project for School Purposes". Please note that only the vote of the School Committee is acceptable.
- ☐ J. Certification from the project architect that building dimensions are as documented in the original approved project submission or approved amendments.
- ☐ K. A notice from the building inspector certifying that the completed building is safe for occupancy.
- ☐ L. Access to general ledger and reconciliation of Final Form F to Capital Construction Fund.